



# SOUTH FLORIDA WATER MANAGEMENT DISTRICT

## **VENDOR NOTIFICATION**

June 24, 2013

Dear Vendor:

This is a reminder of your obligation under Florida's Public Records laws codified in Chapter 119, Florida Statutes. As referenced in the General Terms and Conditions of your contract with the South Florida Water Management District (District), your firm is required to allow public access to all project documents and materials in accordance with the provisions of Chapter 119, Florida Statutes.

Public Records include all records, regardless of physical form, characteristics, or means of transmission that were made or received in connection with official business which are used to perpetuate, communicate, or formalize knowledge. The policy of the State of Florida is that public records are open for the personal inspection and copying by any person. As such, all public records may be inspected and copied by any person at any reasonable time and under reasonable circumstances.

The custodian of such records must also acknowledge requests for public records promptly and provide the records as quickly as possible with only two permissible delays: the time it takes to locate the requested records and the time to review the records for exemptions.

As potential custodians of public records, District vendors are prohibited from any of the following actions:

1. Requiring the identity of the requestor
2. Requiring the request for records be in writing
3. Restricting viewing records to hours other than normal business hours
4. Delaying the production of records based on an employee's workload
5. Delaying the production of records due to a burdensome request

However, District vendors are not required to provide personnel to answer questions regarding the content of requested records. In addition, District vendors are not required to create a new record to fulfill a public records request nor reformat its records into a particular form as demanded by a requestor.

Vendor Notification

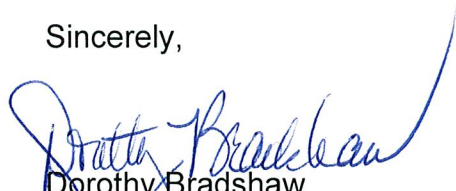
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If a public records request is received, you should provide notice to the District's Public Information Office ([publicrecords@sfwmd.gov](mailto:publicrecords@sfwmd.gov)). Additional notice should be provided when the request has been fulfilled.

If you have any questions or need additional information, please contact the District's Public Records Officer at (561) 682-2970 or [publicrecords@sfwmd.gov](mailto:publicrecords@sfwmd.gov).

Sincerely,



Dorothy Bradshaw

Procurement Bureau Chief  
South Florida Water Management District

DB/jj